

June 25, 2019 Council Meeting

The regular meeting of the Council of the City of Martinsville, Virginia was held on June 25, 2019 in Council Chambers, Municipal Building, at 7:30 PM with Mayor Kathy Lawson presiding. Other Council Members present included Jennifer Bowles, Chad Martin, Jim Woods and Danny Turner. Staff present included City Manager Leon Towarnicki, Assistant City Manager Wayne Knox, City Attorney Eric Monday, Public Works Director Chris Morris, Finance Director Linda Conover and Building Inspector Kris Bridges.

Mayor Lawson called the meeting to order and advised Council would go into Closed Session beginning at 6:45 PM. In accordance with section 2.1-344 (A) Code of Virginia (1950, and as amended) and upon a motion by Council Member Bowles seconded by Council Member Turner with the following 5-0 recorded vote: Council Member Bowles, aye; Mayor Lawson, aye; Vice Mayor Martin, aye; Council Member Turner, aye; and Council Member Woods, aye. Council convened in Closed Session to discuss the following matters: (A) appointments to boards and commissions, as authorized by Subsection 1, and (B) Consultation with legal counsel and briefings by staff members, attorneys or consultants pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal advice by such counsel, as authorized by Subsection 7. When Council returned to Chambers, Mayor Lawson explained that the Closed Session would resume after the general session.

Following the Pledge to the American Flag and invocation by Vice Mayor Martin, Lawson welcomed everyone to the meeting.

Recognize retiring Assistant City Manager and Director of Community Development Wayne Knox – City Manager Towarnicki says he has worked with Knox for years and he has always been a pleasure to work with, always a calm cool demeanor. Knox has had a big impact on the City and the residents, including his management of several large, successful projects. Mayor Lawson read the proclamation, which was presented by Council Members. Vice Mayor Martin presented Knox with the Key to the City. Knox spoke briefly stating that his decision to retire was not an easy decision. Knox thanked Council for having faith in him and it had been a privilege to work with the City. Knox wishes he could have helped all residents but hopes that the work he was able to do is appreciated. Council Members and City Attorney Monday reflected on their memories with Knox and all wished him the best in his retirement.



Proclamation

HONORING WAYNE KNOX

WHEREAS, Wayne Knox was employed by the City of Martinsville in June 1995 as the Director of Community Development; and

WHEREAS, during his tenure with the City, Wayne Knox has exemplified professionalism, leadership, and dedication to providing the best service possible to the citizens of Martinsville through his work in Community Development; and

WHEREAS, through his efforts, many community and neighborhood improvements have occurred, particularly regarding block grant projects that have been implemented improving housing and infrastructure; and

WHEREAS, Wayne Knox will be retiring at the end of June, 2019, culminating a career of service to the City spanning over more than 24 years;

NOW, THEREFORE, on this 25th day of June, 2019, Martinsville City Council hereby offers its sincere thanks and appreciation to Wayne Knox for his outstanding service to the City of Martinsville and extends to him and his family our best wishes for a long and happy retirement.

Kathy Lawson, Mayor

Hear an update from Lisa Watkins of the M-HC Chamber of Commerce regarding activities related to the City/C-PED Small Business Development contract – Lisa Watkins shared information packets with Council Members. Watkins updated Council on the Farmer's Market success and hours, marketing Uptown has turned from events to economic development, and CPEG has purchased and installed multiple display racks that will include rack cards for various local businesses. OctoberFest will be held October 5 and they are still accepting vendors. The Uptown merchants will hold regular meetings at different locations uptown. Mayor Lawson read a proclamation for Restaurant Week. Watkins explained that coupons for Restaurant Week could be picked up at the Chamber. The Incubator is 98% full but there is office space available for new businesses. Another successful round of Start-Up Martinsville and Henry County was just completed and separate start-up and boot camp sessions are working out well.

Hear an update from Building and Zoning Official Kris Bridges regarding recent concerns expressed about conditions at The Lofts on Rives Road – Building Inspector Kris Bridges updated Council on the recent concerns expressed by tenants of The Lofts apartments. There will be a new property manager who is currently going through

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training. Only ten tenants attended the apartment meeting on Monday. His office has not received any additional complaints from other tenants. The security cameras are not working as well as tenants would like but those are a safety option, not a requirement. The door security code function was disabled to maintain the security of the tenants because too many people were giving the code out to visitors. There is a key for emergency personal to access the building. The biggest concern during inspection was the housekeeping of the tenants, some were not using the bathroom fan or humidifier causing condensation and moisture within the building. Those requirements to operate the fans and humidifiers are included in the tenant lease as a requirement to reduce the moisture within the aged building. Several windows were deteriorated due to tenants not following lease requirements and opening blinds to allow light inside. Twenty units are treated by pest control every month and tenants can request additional treatments if needed. The top three concerns during inspection were tenant related issues, not management. Tenants were given until mid-July to clean their apartments otherwise, they will be in violation of their lease agreement. The wellness center at this location will only be open when there is staff on site. Inspections is working to assign watch captains at The Loft that will work closely with the Police Department to more easily report and address concerns at this location. Council Member Turner thanked the tenants for bringing their concerns to Council's attention. Council Member Bowles thanked Bridges for addressing tenant and management concerns.

Consider approval of a Memorandum of Understanding with the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG) for services related to efforts involving small business development in the City of Martinsville for FY20 – City Manager Towarnicki explained the need for the MOU, this being the third year for approval. The MOU for FY20 is the same as what was approved by Council in FY19. Council Member Bowles made the motion to approve the MOU; Council Member Turner seconded the motion with all Council Members voting in favor.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, (the "MOU") made and entered into this the 25th day of June, 2019 by and between the City of Martinsville, a municipal corporation created and existing under and by virtue of the laws of the State of Virginia (hereinafter referred to as "City"), party of the first part, and the Martinsville-Henry County Chamber of Commerce's Partnership for Economic Growth (C-PEG) party of the second part;

WITNESSETH:

THAT, WHEREAS the City of Martinsville desires to allocate resources toward small business development to include (but not limited to) recruitment, marketing, expanded technical support and services, incentive programs, etc., for the purpose of expanding the City's tax base, job creation, and increased business growth and activity in the Uptown and other commercial areas; and,

WHEREAS, C-PEG has agreed to contract with the City to provide those and related services for the FY20 fiscal year;

NOW, THEREFORE, in consideration of the mutual and respective covenants and agreements contained herein and made with respect to the performance of the services by C-PEG, the parties to this MOU hereby agree as follows:

1. Term- The term of this MOU shall cover a one (1) year period from July 1, 2019 through June 30, 2020. During and as part of the FY21 City budget deliberations, City Council and C-PEG will evaluate the results/success of the program and mutually agree regarding extension of the program for additional periods of time and/or any changes or modifications as may be needed in regard to the scope of work.
2. Payment - The City will compensate C-PEG for the services described in this MOU in the amount of \$60,000 for the FY19 fiscal year, payable in two installments of \$30,000 each in July, 2019 and January, 2020.
3. Council Updates - C-PEG will provide updates to City Council no less than on a quarterly basis, and more frequently if necessary to keep Council apprised of activities and efforts in regard to the execution of this MOU.
4. Scope of Work - The scope of work included under this MOU shall include at a minimum, the following:
 - a) CPEG will continue to explore ways to utilize the second-floor space of the incubator with a focus on partnerships.
 - b) CPEG will continue to maintain a comprehensive list of incentives currently available through the City, MURA, CPEG, EDC, and others; will evaluate how effective those incentives are in fostering new and expanded small business development; will evaluate incentives offered in other communities; and will provide recommendations/suggestions regarding changes that might be beneficial. This information will be made available to businesses/prospective

businesses, entrepreneurs, etc. as it currently exists in written and electronic format. Additional microloan funding will be sought as an additional benefit for businesses in Martinsville. CPEG will also continue to craft an aggressive incentive package for new businesses willing to locate in the City of Martinsville to include startup costs, utilities, telecom/MINET, staggered tax plan, etc. Efforts will be directed toward targeting selected "anchor" stores or businesses to complement what currently exists.

- c) CPEG will continue to research and create new activities and events other than those that currently exist for the Uptown area to help draw visitors/shoppers. CPEG will also discuss longer or altered hours for uptown merchants during such events. C-PEG will continue to facilitate an uptown planning process to determine appropriate ways to target incentives to assist with the development of unused/underutilized properties. CPEG will continue with efforts to develop and grow new businesses, partnering with PHCC (and other groups as may be appropriate) for business development training. CPEG will also review prior retail strategy studies and make changes/additions/corrections to those studies to meet changing market conditions as well as to meet City needs and initiatives.
- d) CPEG will continue to work diligently to reach out to small businesses within the city limits to make them aware of any opportunities to assist with business development. This includes bulk mail, phone calls, one-on-one meetings, email blasts as well as utilizing MGTV as a conduit to deliver these messages. CPEG will also provide data regarding city businesses, the opportunities available for them, how the information is communicated to small businesses, and how many have taken advantage of any such opportunities.
- e) CPEG and the Chamber will continue providing mentoring assistance for small businesses in both the City and the County and will develop a process to assign or match a staff contact with individual cases to assist in navigating through small business development issues. This process will move to a more intensive level with efforts geared toward development of a one-stop-shop/start-up-in-a-day concept for communicating from start to finish what it takes to have a successful business in our community. This includes business plan assistance, financial planning, permitting issues, legal, business licensing, zoning, efforts to identify a suitable space for start-up, parking/loading/unloading, etc. C-PEG will also continue to follow up with businesses on a regular basis.
- f) C-PEG will continue efforts related to the development and startup of new businesses, providing follow-up as needed with those businesses awarded grants to ensure maximum opportunity for success. C-PEG will continue discussions with those businesses not awarded grants, seeking opportunities for funding and/or other start-up assistance as may be available for those specific situations. C-PEG will also annually implement a "business launch program," expanding the footprint to include all commercial areas of the City.
5. Changes/Additions - During the execution of tasks related to this MOU, through frequent interaction between C-PEG, City Staff, and Council, there may be opportunities or need to refocus or redirect efforts. The City will provide assistance as needed in regard to information available through City

records.

6. The City will maintain one seat on C-PEG's Board.

IN WITNESS WHEREOF, Martinsville City Council, party of the first part, has caused this MOU to be executed in its name by its City Manager; and C-PEG, party of the second part, has caused this MOU to be executed in its name by its Board President; this day and year first above written.

MARTINSVILLE CITY COUNCIL

C-PEG

BY: _____

BY: _____

City Manager

Board President

Hear an update from the Public Works Department regarding various projects and operations – Chris Morris updated Council on various projects including the Landfill project and cost, Commonwealth Boulevard paving and bridge repair, as well as

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Starling Avenue and Memorial Boulevard paving projects which will be funded by

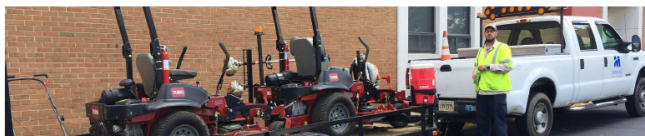
VDOT. Morris explained other aspects of the Public Works Summer Operations

including patching and paving, pipe repair, trash collection and more. Morris asked

residents not to attach any signage to City electric poles or signs and said those will

be removed. Morris reminded residents of bulk trash and brush pickup policies.

PUBLIC WORKS UPDATE



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PUBLIC WORKS PROJECT UPDATES

- Landfill In-Situ Thermal Desorption Project
- Commonwealth Boulevard Paving Project
- Commonwealth Boulevard Bridge Repair Project
- Starling Avenue Paving Project
- Memorial Boulevard Paving Project
- Public Works Department Summer Operations

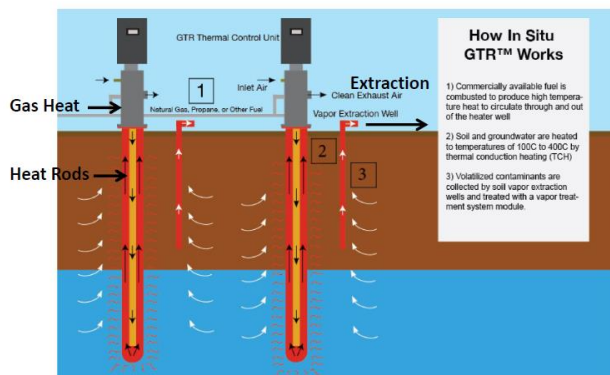
Landfill ISTD Project

- The City operated a landfill from 1971-2006
- Prior to 1980, there were 2 solvent pits used for disposal of liquid chemical wastes
- As part of DEQ's Corrective Action Plan, passive soil vents were installed in 2006 to aid in the decontamination of the pits
- In June 2015, DEQ requested additional remediation of the solvent pits using ISTD technology to speed up the process

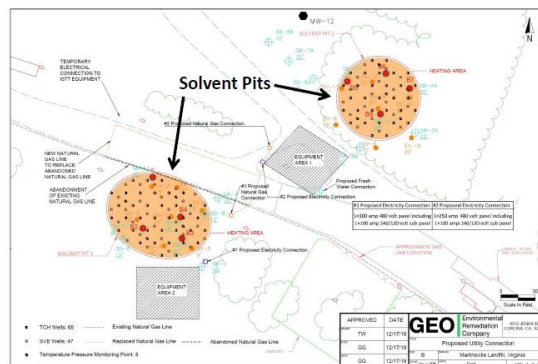
In-Situ Thermal Desorption (ISTD)

- ISTD involves heating the subsurface soil to temperatures around the boiling point, and releasing the volatile compounds in the soil to be drawn off as steam and vapor through a collection system
- Extracted vapors and liquids are then treated onsite in above ground processing equipment

ISTD – How Does it Work?



ISTD Installation Photos



Well Installations



Drilled Wells with Cover



Stone Cover



Concrete Cap and Wellheads



Piping and Exhaust



Gas and Temperature Probes



Water Tank and Carbon Air Filters



Aerial View of Solvent Pits



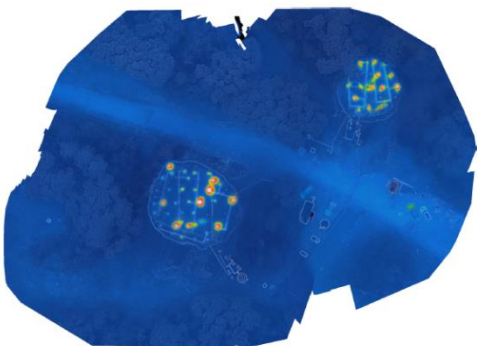
Solvent Pits and Generator Site



Infrared View - Unfiltered



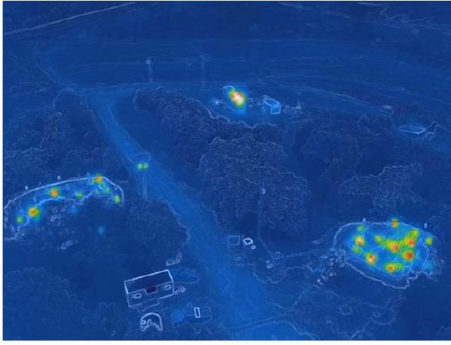
Infrared Image Showing Hot Spots



Infrared View - Unfiltered



Infrared Image Showing Hot Spots



ISTD Schedule

- February-March: Wells installed
- April-May: Soil vapor extraction installed
- June: System start up and testing
- June-August: Initial heating of soil (current)
- September: Desorption period of 30 days
- October: Soil sampling/analysis, system shutdown, demobilization and final reporting
- Estimated ISTD costs = \$1,500,000 (incl. A/E fees)

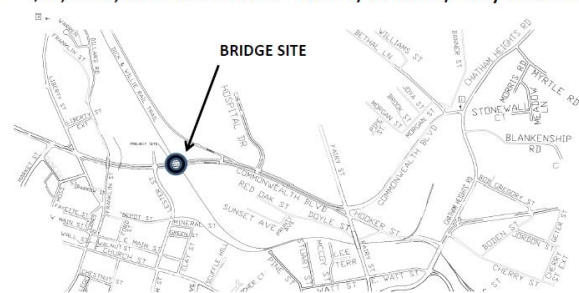
Commonwealth Boulevard Paving

- Scheduled for July 2019
- \$160,000 VDOT funded Primary Extension



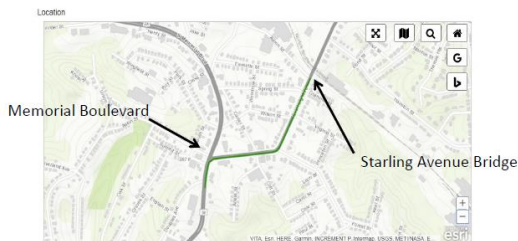
Commonwealth Boulevard Bridge Repair Project

- Scheduled for summer 2020
- \$1,850,000 Estimate VDOT/FHWA/City funded



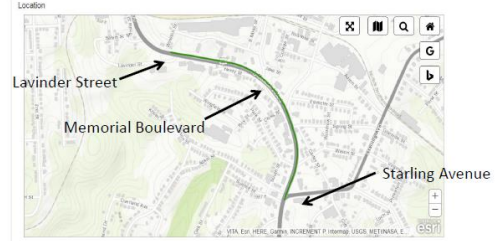
Starling Avenue Paving Project

- Scheduled for summer 2020
- \$175,000 VDOT funded Primary Extension Paving Project – 0.512 miles



Memorial Boulevard Paving Project

- Scheduled for summer of 2020
- \$250,000 VDOT funded Primary Extension Paving Project – 0.636 miles



Public Works Summer Operations

- Asphalt patching and paving operations
- Pipe repair and replacement operations
- Right-of-way and median mowing operations
- Trash collection and disposal operations
- Reminders for citizens:
 - Do not blow grass/leaves/debris into streets
 - Do not attach signs to traffic or utility poles
 - Bulk trash pick-up line: 403-5419 by 12:00 the day before the normally scheduled pick-up day
 - Brush trash pick-up line: 403-5141 once per month

FOR MORE INFORMATION...

Contact the Public Works Office at
(276) 403-5154

Have a safe and enjoyable
summer!

Consider approval of consent agenda – Council Member Bowles made a motion to approve the consent agenda as presented; Vice Mayor Martin seconded the motion with all members voting in favor.

BUDGET ADDITIONS FOR 6/25/19				
ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
BUDGET ADDITIONS				
General Fund:				
01100905	450209	Sale of Salvage/Surplus		5,007
01321102	506008	Fire Department - Vehicle Equipment & Maint.	5,007	
		Sale of vehicle through GovDeals		
01102925	436142	Non-categorical Federal- US Marshal OT Grant		2,069
01311085	501200	Police Dept - Overtime wages	2,069	
		Grant funds		
01100909	490104	Advanced/Recovered Costs		3,480
01812242	506067	Misc Expense - RADAR Transit Program	3,480	
		Reimbursement for fuel		
01100909	490104	Advanced/Recovered Costs		6,084
01812242	506089	Misc Expense - County Ambulance Fuels	6,084	
		Reimbursement for fuel		
1100909	490104	Advance/Recovered Costs		11,582
1331108	501300	Sheriff/Corrections - Part-time & Temporary Wage	8,570	
1331108	502100	Sheriff/Corrections - Social Security	532	
1331108	502110	Sheriff/Corrections - Medicare	124	
1331108	506008	Sheriff/Corrections - Vehicle Equipment & Maint.	1,714	
1331110	506200	Sheriff/Annex - Prisoner Allowance	642	
		Reimbursement for inmate litter pickup - various months		
01100909	490104	Advanced/Recovered Costs		716
01322105	505500	EMS - Travel	716	
		SWVA Incident Mgmt Team Reimbursement		
Total General Fund:			28,938	28,938

Business from the Floor – Wayne Knox shared that the City had applied to a Pine Hall Block grant project for \$1.25million but was not successful, however come September or October; the City can reapply for those funds and is more likely to qualify. Johnny Spencer, Jr. of 1010 E Street shared concerns for overgrown trees and neglected pavement on his road and about fallen trees on the adjoining property. City Manager Towarnicki said he would get someone to check that.

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Comments by Members of City Council – Council Member Woods shared events from the prior weekend with the Mustangs game, TGIF, The Worx at the Farmers Market, and the presentation at TheatureWorks. Woods explained there are plenty of activities and entertainment in the area and encourages residents to take advantage of those. Council Member Bowles stated that residents on subsidized housing can be hesitant about reporting concerns. Council Member Turner shared that Martinsville Mustangs Council Night is on Thursday. There will be activities for July 4 holiday and shared details about the event at the Speedway. Vice Mayor Martin commended the Mustangs for the fireworks display. Martin introduced some of his family members in attendance that are visiting from Florida. Mayor Lawson explained that all City employees would have free entrance to the Mustangs game on Thursday. Lawson thanked Mr. Knox again for his service to the City. Last Saturday, Lawson and City Manager Towarnicki had the opportunity to speak before a group of community leaders from the Sorenson Institute on behalf of the City, it was an interesting session and many good questions were answered.

Comments by City Manager and City Attorney – City Manager Towarnicki shared that the municipal building will be closed on July 4-5. Towarnicki explained that budget year FY20 would begin next week. City Attorney Monday explained that the next meeting on July 9 is the same day as the General Assembly special session convenes on gun control. Part of the governors proposed package is to allow localities to regular firearm possession within their borders. Firearms are not allowed in City Hall because of the courthouses. Monday asked if Council would like him to relay their support or not if local governments should have that authority.

Council returned to Closed Session.

At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the Session. A motion was made by Council Member Turner seconded by Council Member Bowles, with the following 5-0 recorded vote in favor to return to Open Session: Bowles, aye; Lawson, aye; Martin, aye; Turner, aye; and Woods, aye.

There being no further business, Council Member Bowles made a motion to adjourn the meeting; the motion was seconded by Council Member Turner with all Council Members voting in favor. The meeting adjourned at 9:45pm.

Karen Roberts
Clerk of Council

Kathy Lawson
Mayor